



**Federal Communications Commission
Washington, DC 20554**

Reply to Attn of: **C&PC**

07/25/06

TO: Interested GSA Schedule Firms

SUBJECT: Request for Proposal (RFP) Number RFQ06000018 for the Federal Communications Commission's (FCC) Library Support Services.

The Federal Communication Commission (FCC) is issuing this competitive RFQ to solicit GSA Schedule contract holders for the purpose of entering into a Task Order under the schedule contract. The FCC will conduct this acquisition using Subpart 8.4 under the Federal Acquisition Regulation. If you are interested in this acquisition, you may participate by submitting your response in accordance with the following instructions. Submission shall be via email and by the designated hard copies and CDs via mail.

Offerors are required to immediately notify Tony Wimbush via email of their intent to bid. Offerors are required to submit both a written technical quote and a price quote to Government officials for the purposes of assuring that the prospective Contractor is fully cognizant of the scope of this contract and has the capability to complete all Statement of Work (SOW) requirements.

Offerors are to provide a total solution using GSA schedules. Contractors may propose appropriate labor categories from their own GSA Federal Supply Schedule contract(s) or contractors may team with another GSA Schedule holder to offer a blended solution. When proposing multiple schedules, please identify and group labor categories by their respective schedule contracts.

All offerors shall certify in writing that their proposed solution falls within the scope of their referenced GSA Schedule contract(s).

If you have questions regarding this requirement, please submit your inquiries immediately via email but **no later than Friday, July 28, 2006, 12:00 Noon Eastern Time to Tony Wimbush** at: anthony.wimbush@fcc.gov .

Please be advised that the Government reserves the right to transmit/post those questions and answers of a common interest to all prospective Offerors.

Award will be based upon overall best value to the Government.

All potential offerors are cautioned to strictly adhere to the provisions of their GSA Schedules contract and this RFQ regarding conflicts of interest. Any such matters must be brought to the attention of the Contracting Officer at or before the time offers are due. Please be advised that if an actual or potential personal or organizational conflict exists between your firm and the FCC that cannot be resolved, avoided, or mitigated to the satisfaction of the FCC, then your firm shall not be considered eligible for an award.

All offerors shall follow the following proposal instructions and submit their proposal with the completed proposal cover sheet (copy enclosed). Your **proposal** shall indicate an **acceptance period of no-less-than 60 days** from the due date for submission.

The **proposal shall not exceed 10 pages**, excluding resumes, quality assurance plan, and price information. A page is defined as one side of an 8½" x 11" sheet of white, un-textured paper, single-spaced, with at least one inch margins on all sides, using not smaller than 12 characters per linear inch or be smaller than twelve (12) point, and shall not exceed six (6) lines per vertical inch. Information may be submitted on single or double-sided sheets, but shall not exceed this page limitation. The type for all documents submitted (including charts and graphs) shall be black.

The offer shall be provided electronically on a compact disc (CD), formatted for personal computers using Microsoft software, with one back-up copy, plus one (1) original and six (6) paper copies. Bindings are permitted. Offers shall include the offeror's facsimile number and e-mail address(es).

Only one (1) original of the price proposal is required, plus one copy in an electronic format using Microsoft Excel. In addition, the copy of the vendor's GSA schedule contract may be provided in MS Word or PDF format. All pricing information shall be provided in a sealed envelope and packaged with the rest of the proposal.

SITE VISIT

The Government is planning a site visit, during which potential offerors may walk through and review the place of performance and obtain a better understanding of the work required. All questions will be considered during the conference; however, offerors will be asked to confirm verbal questions in writing. Subsequent to the conference, an amendment containing an abstract of the questions and answers, and a list of attendees, will be disseminated.

In order to facilitate site visit preparations, potential offerors must contact Tony Wimbush at anthony.wimbush@fcc.gov and advised of the number of persons who will attend.

The Government assumes no responsibility for any expense incurred by an offeror prior to contract award.

Offerors are cautioned that, notwithstanding any remarks or clarifications given at the site visit, all terms and conditions of the solicitation remain unchanged unless they are changed by amendment to the solicitation. If the answers to questions, or any solicitation amendment, create ambiguities, it is the responsibility of the offeror to seek clarification prior to submitting an offer.

The site visit will be held:

Date: August 1, 2006

Time: 10 AM

Location: FCC, 445 12th St., SW, **Room #TWB505**, Washington, DC 20254

SUBMISSION REQUIREMENTS

Your offer **MUST** cite the appropriate Schedule Contract Number in your quote submission along with your tax identification number (**TIN**) and Dun & Bradstreet Number (**DUNS**), North American Industrial Classification System (**NAICS**) and Standard Product Code (**SPC**). Please ensure that your firm is CCR Certified (<http://www.ccr.gov>).

ASSUMPTIONS, CONDITIONS, OR EXCEPTIONS

Offerors must submit, under separate cover, all (if any) assumptions, conditions, or exceptions with *any* of the terms and conditions of this solicitation including the SOW. If not noted in this section of your quote, it will be assumed that the offeror proposes no assumptions for award, and agrees to comply with all of the terms and conditions as set forth herein.

TECHNICAL PROPOSAL INSTRUCTIONS

Quoters will be required to provide a written technical proposal and may be required to provide an oral presentation of the written technical proposal.

Technical proposals that merely parrot the requirements set forth in the SOW and state that the "Offeror will perform the statement of work" or similar verbiage will be considered non-responsive and will not receive further consideration. The FCC is interested only in proposals that demonstrate the Offeror's requisite expertise in performing engagements of this type as illustrated by the Offeror's description of how it proposes to perform the requirements set forth in this SOW.

TECHNICAL QUOTE (VOLUME 1)

Offerors shall provide a technical quote that includes the following three areas:

A. Industry Experience/Past Performance

The Offeror must define their industry experience and past performance that satisfies the requirements defined in this document.

(1) Description of Industry Experience/Past Performance

Contractor shall describe the firm's experience in operating: (a) a traditional law library; (b) a library website; and (c) an integrated library system. Provide samples of clients involved, nature of services provided, extent of interaction with customer, and statistical information (e.g. number of reference assistance requests processed per month; number of incoming/outgoing materials processed per month, including copy and original cataloging; number of interlibrary loan requests received per month; and the patron traffic count per month.

The Offeror shall identify three (3) contracts/task orders with the Federal Government and/or commercial customers that demonstrate recent and relevant past performance. Recent is defined as within the last three years. Relevant is defined as work similar in complexity and magnitude of the work described in this Statement of Work.

In offerors proposal, include the following information:

- Project title
- Description of the project
- Contract number
- Contract amount
- Government Agency/Organization
- COTR's name, address, and phone number
- Contracting Officer's name, address, and phone number
- Contract and, if applicable, task order number
- Current status, e.g., completed and/or if in progress, start and estimated completion dates
- Dollar value and type of contract
- Name of company being referenced
- SOW paragraphs that the reference applies to
- Key personnel (please highlight those individuals who worked on the relevant project(s) and are also being proposed for this effort.)
- A brief narrative of why you deem the reference to be relevant to this effort

The Government may also consider information obtained through other sources. Past performance information will be utilized to determine the quality of the contractor's past performance as it relates to the probability of success of the required effort.

Also complete and forward the enclosed Past Performance Questionnaire (PPQ*) to your clients after filling in all pertinent information (this will expedite your client's response).

(2) Subcontracting (if any):

If any subcontractors or affiliated firms are proposed to perform any required tasks, the proposal shall specifically identify the tasks that each subcontractor or affiliated firm is proposed to perform and identify their pertinent GSA schedule information.

B. Quality Control & Quality Assurance

The Contractor shall describe the firm's established internal quality control procedures and how the firm measures customer satisfaction under existing contracts. In addition, provide a comprehensive QA Plan (no page limit) based on this SOW tasks/activities including how the firm will measure customer satisfaction, provide measurements to FCC management, and identify actions on how to resolve customer complaints. If subcontracting is involved, include procedures to assure subcontractor's quality performance.

C. Engagement Management

Describe the professional expertise, professional certifications, and academic backgrounds of the staff members who will be assigned to this engagement. Identify proposed key personnel and provide resumes. Describe what benefits this experience will provide to the FCC. Provide a proposed staffing plan and define responsibilities.

Note: The Contractor shall ensure that personnel proposed are current in the knowledge required to support the tasking. The personnel proposed must be available and assigned to the project.

Discuss your firm's plans for providing quality support personnel.

Discuss your firm's policies and procedures for resolving engagement issues. Identify your firm's procedures for correcting poor performance.

Offerors shall provide a brief history of the company, including corporate infrastructure and resources, in relation to achieving the acquisition goal.

ORAL PRESENTATIONS

After the initial written offers are evaluated, the FCC may require offerors to provide an oral presentation. Offerors invited to participate in the oral presentations will receive emailed invitations from the Contracting Officer to schedule their oral presentation time. The offeror shall prepare and submit at the time of their oral presentation, four (4) copies of their oral presentation. There are no format requirements. Copies of slide presentations are acceptable.

The oral presentation shall closely mirror the overall flow of the written technical proposal. The offeror(s) shall summarize their written offer, shall overview their ability to provide skilled personnel, and shall demonstrate how their approach relates to the acquisition goal of the requirement. The oral presentations shall be given by the proposed on-site and related key personnel support staff. Other proposed personnel are permitted to play a role in the presentation. Oral presentations are limited to five participants (inclusive of personnel assigned to prepare and set-up the presentation).

The overall duration of the presentations shall not exceed one hour and shall be conducted in the following manner:

1. Preparation and set-up time
2. FCC overview of the process
3. Introductions
4. Oral presentation (Limited to 30 minutes)
5. Clarifications, questions and answers
6. Clean-up and departure

Limited FCC resources are available for oral presentations. All Audio Visual resources required by offerors including overhead projectors, extension cords, easels, LCD projectors, and computers, etc. shall be coordinated in advance.

PRICE QUOTE (VOLUME 2)

Your price quote shall be a **separate sealed volume** from your technical quote. The price quote shall be submitted as a **Firm-Fixed Price quote** and shall be based on your current GSA Schedule contract labor rates, utilizing any and all discounts.

- (1) Identify the labor category(s) to be utilized for this effort, a description of the skills and experience per category, and the number of hours and hourly rate(s) proposed, and any other proposed associated costs, for calculating the proposed price **for each year** (including each of the option years). Subcontractor rate information shall also be included, if applicable. Itemize all other-direct-costs (ODC's) necessary for the performance of requirement.
- (2) Provide a copy of the Offeror's GSA Contract (including contract clauses) listing the applicable labor categories and fixed rates. (This document may be submitted on a Compact Disk). Fixed rates shall include all costs and fees, including overhead and profits, and shall identify any reduction in schedule rates offered. **Offerors are encouraged to discount their labor rates.**

EVALUATION & BASIS FOR AWARD

This procurement shall be conducted giving each solicited firm a fair opportunity by selecting a quote based on the best combination of price and qualitative merit and reduce the administrative burden of all parties. Fair opportunity is based on the premise that, if all offers are of approximately equal qualitative merit, award will be made to the Offeror with the lowest evaluated price. However, the Government will consider awarding to an Offeror with higher qualitative merit if the Contracting Officer determines it to be in the Government's best interest.

The Statement of Work serves as the Government's baseline requirements. All offers will be judged against these requirements. Price and technical merit will be considered equal in importance and will not be assigned weights.

To facilitate evaluation of proposals offerors are requested to present the narrative portion in the format outlined in the previous sections. Any proposal that fails to comply with the required document preparation and submission requirements may be rejected.

Please note that this request does not commit the Government to pay any costs incurred in the submission of your offer, nor to contract for said services. Note also, that full, accurate, and complete information is required by this request in accordance with 18 U.S.C. § 1001 which also prescribes the penalties for making false statements.

Please identify your offer on the outside of your package. Offers shall be emailed to anthony.wimbush@fcc.gov and mailed (or delivered) as a single package to the following address:

FCC Warehouse
9300 E. Hampton Drive
Capital Heights, MD 20743

Attn: Anthony S. Wimbush
FCC HQ, Rm. 1A511

The RFQ due date (closing date) is on or before 4:30pm Eastern Time, Wednesday, August 9, 2006.

NOTE: Due to current FCC security measures, packages shall not be delivered to FCC Headquarters and will not be accepted there.

All correspondence regarding this procurement must be submitted via email to: anthony.wimbush@fcc.gov.

Anthony S. Wimbush
Contracts Specialist

Enclosures:

1. Past Performance Questionnaire
2. Statement of Work
3. Proposal Submittal Cover Sheet